REQUEST FOR QUALIFICATIONS

GENERAL CONTRACTOR / CONSTRUCTION MANAGER SERVICES

CREATIVE ARTS COMPLEX SEISMIC RETROFIT

MONTANA STATE UNIVERSITY

Bozeman, MT

A/E #2012-02-15; MSU PPA #12-0090

Architecture & Engineering Division
Department of Administration
PO Box 200103
Helena, MT 59620-0103

&

Facilities Planning, Design & Construction
Montana State University
Physical Plant – 6th Avenue & Grant Street
PO Box 172760
Bozeman, MT 59717-2760

October 2012

I. INTRODUCTION

The State of Montana (Owner), is seeking qualified General Contractor /Construction Manager (GC/CM) firms to undertake preconstruction and construction services for the project to construct structural upgrades to the buildings that make up the Creative Arts Complex at the MSU Bozeman campus.

Owner intends to enter into a GC/CM Contract with the selected GC/CM firm that will include Preconstruction Services and identification of a GC/CM Fee and Fixed Costs for General Conditions Work, with provisions for adding Construction Services through acceptance of a Guaranteed Maximum Price (GMP). The GMP would include construction services through completion of the Project. Alternatively, Owner may, at its sole discretion, choose not to continue the GC/CM Contract beyond the completion of preconstruction activities and solicit bids from qualified contractors for the construction of the Project.

Owner will use the RFQ process to evaluate each of the Proposers' qualifications. A subsequent Request for Proposals (RFP) will be issued to a maximum of five (5) qualified Contractors who will then be required to submit details of their capabilities and experience. GC/CM selection information will be obtained from the Proposals submitted in response to RFP document, interviews, and discussions with former and present clients of Proposers.

When selected, the GC/CM will function as part of a team composed of the Owner, Architect, and others as determined by the Owner.

This Request for Qualifications shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Owner's best interest to do so.

This Procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the First Judicial District, City of Helena, Lewis & Clark County.

By offering to perform services under this Procurement, all Proposers agree to be bound by the laws of the State of Montana, and including, but not limited to, applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.

II. PROJECT BACKGROUND AND DESCRIPTION

Introduction

This project will construct structural upgrades to the buildings that make up the Creative Arts Complex at the MSU Bozeman campus. Built in 1974, the Creative Arts Complex consists of Haynes, Cheever and Howard Halls and houses the College of Arts and Architecture, School of Art and the School of Music, and College of Agriculture and Technology Education programs, as well as campus Registrar-scheduled classrooms and lecture/performance halls.

These three concrete frame buildings were all designed and built simultaneously, and as such have very similar structural systems. The buildings are in good condition but were constructed prior to the current day modern seismic building codes, and the upgrades to be constructed within this project will be for the purpose of improving their structural performance during a major seismic event.

Project Location and Site

The Creative Arts Complex is located entirely within the MSU-Bozeman campus, and is comprised of Howard, Haynes, and Cheever Halls.

Design Considerations

In the concept phase of design the Consultant shall evaluate and present multiple, viable options for seismic retrofit (i.e. concrete or cmu shear walls, shotcrete strengthening, steel frames, etc). Evaluations shall include cost, constructability, impact to current academic and auxiliary programs, and schedule implications of each option. Secondary benefits of each option, such as improved functionality or increase in programmable spaces, shall also be identified.

Certain seismic upgrades may result in the creation of additional, unfinished floor space – such as bracing existing two-story walls in Cheever at mid-height by constructing floor diaphragm. Should unfinished floor space be created, the resulting design must provide accommodation for building systems so that the new space may be effectively and efficiently finished under a separate GMP contract with the selected GC/CM.

In addition, the project budget may increase to address various code and deferred maintenance improvements that may be efficiently and cost-effectively addressed as part of this project under a separate GMP contract with the selected GC/CM.

Due to restrictions and requirements dictated by the funding for the seismic upgrades, the Owner must contractually separate for tracking and accounting purposes, any and all renovation of finished/unfinished space, and code and deferred maintenance improvements that are not directly connected with the seismic upgrade effort. The Owner may include any or all renovation or improvement work in the selected GC/CM's services.

Although not definitive at this point in time, it is anticipated that the construction of this project will be procured as one general contract under the alternative delivery method utilizing the GC/CM process. The appointed design firm will assist in the GC/CM selection process.

Funding for this project is provided by a combination of FEMA Pre-Disaster Mitigation grant funds ($2,240,760) and State of Montana Long-Range Building Program funds ($747,240) for a total project budget of $2,988,000. The FEMA grant funds are anticipated to mandate compliance with federal rules, regulations, and requirements. The grant criteria will be provided as part of the RFP package.

For the design, the Owner has selected:

Beaudette Consulting Engineers, Inc.
Project Manager – Jami Lorenz, P.E.
1289 Stoneridge Drive, #1A Bozeman, MT 59715
Phone: (406) 556-8600
jami@bceweb.com

The Owner is ready to hire General Contractor / Construction Manager as the next step to informing and collaborating in the design process. The project is presently in the early Programming/Planning process.

The following is the intended timeline for the project:

GC/CM Selection:

Advertising dates:	October 14, 21, and 28, 2012
Receipt of Qualifications:	No later than 5:00 p.m. MST on October 30, 2012
Review & Short-List by Committee:	November 1, 2012
Issue RFP & Site Walk-Through:	November 5, 2012
Receive Proposals:	November 20, 2012
Interviews & Selection:	Week of November 26, 2012

Design/Construction:

Review of Schematic Design Docs:	Last week of November, 2012
Review and Completion of DD documents:	January, 2013
Review and Completion of CD documents:	March, 2013
(Completion of bid packages by mid April, 2013)	
Pricing/Alterations/Negotiations:	mid April/mid May 2013
GMP established:	mid May 2013
Mobilization:	late May, 2013
Construction Begins:	June 1, 2013 (or sooner)
Construction Complete:	TBD during CD phase

III. SCOPE OF PRECONSTRUCTION SERVICES

Subsequent to selection during the RFQ phase, each CM/GC firm ivited to respond to the RFP shall propose a **maximum** Pre-Construction services fee. The specific scope of preconstruction services will be negotiated prior to signing the GC/CM Contract. In general, services are anticipated to include the following:

1. Participation in all design, coordination, and building committee meetings;
2. Review of all designs for constructability;
3. Work with the Owner and design team on phasing, scheduling, and other strategies to complete construction of this scale of project on or before the stated date;
4. Coordination and gathering of input from subcontractors regarding constructability;
5. Review and cost evaluation at each phase of design taking into consideration schedule, phasing and market conditions;
6. Consult with, advise, assist, and provide recommendations to the Owner and design team on all aspects of the planning and design of the work;
7. Provide information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;
8. Review in-progress design and construction documents and provide input and advice on construction feasibility, alternative materials, costs and availability;
9. Review completed design and construction documents prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness and clarity and to eliminate construction change requests due to inconsistencies or omissions in the construction documents;
10. Provide input to the Owner and the design team regarding construction market bidding climate, status of key subcontract markets, and other relevant economic conditions;
11. Recommend and actively source labor and material resources necessary to complete the project construction;
12. Provide input to the Owner and the design team regarding long lead time materials and equipment, impact on the construction schedule and strategies for mitigating the impact;
13. Prepare construction cost estimates for the Project at the schematic, design development and construction document design phases and, if appropriate, at other times throughout of the work;
14. Notify the Owner and design team immediately if construction cost estimates appear to be exceeding the construction budget, and reconcile each cost estimate with the Architect's cost estimate, if required;
15. Furnish a final construction cost estimate for the Owner's review and approval;
16. Develop a preliminary construction schedule;
17. Develop all subcontractor/supplier bid packages and perform all advertising and receipt of subcontractor/supplier bids;
18. Obtain bids per trade for the Owner's review, unless otherwise approved by Owner in order to meet resourcing requirements, per GC/CM Contract. Self-performed work must be bid against at least two subcontractors, if readily available;
19. Upon execution of any Early Work Amendment prior to a GMP agreement, undertake early material procurement, site preparation, and advance construction work.

IV. SCOPE OF CONSTRUCTION SERVICES

It is anticipated that the GMP will be requested during the Construction Documents phase. The established GMP will be the maximum amount paid for the siesmic retrofit work, unless scope changes are requested and approved by the Owner. Acceptance of the GMP by contract will constitute completion of preconstruction services and that GMP Agreement/Amendment will initiate the construction period services for the Project. At the time of execution of the GMP, the GC/CM will be required to submit a 100% performance and 100% payment bond for the amount of the GMP. The Owner retains the option to cancel the construction phase services, or to start a new process for the construction of the Project, or terminate the contract and negotiate a replacement contract with the next highest rated Proposer from this solicitation, or to conclude the GC/CM's services at pre-construction and issue the Project on a lowest, responsible bidder method.

The State of Montana and Federal Wage Rates incorporated in this RFQ are provided for informational purposes only. The selected GC/CM will be required to comply (as a minimum allowable rate schedule) with those Rates adopted and effective at the time of signing the GMP Agreement/Amendment.

V. SELECTION PROCEDURE

This RFQ is the first of a multi-part selection process. In order to qualify for further consideration, Proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ requirement and will be rejected on that basis. A maximum of five (5) firms that satisfy the required qualifications detailed below will be provided a Request for Proposal by the Owner.

Proposers must meet certain minimum Qualification Conditions in order to be eligible to submit a proposal. The Owner has identified the following pass/fail Qualification Conditions in order to establish eligibility to propose further on this procurement:

1. <u>General Contractor / Construction Manager Firm Information</u>:
    a. Proposer must demonstrate successful experience and capacity to act as a general contractor on projects of similar site, size, type and complexity. Specifically, the Owner will be looking for successful experience of working in fully occupied and operational facilities, university facilities, active campus-type environments, and ability to manage similar work in an extremely compressed timeframe. Proposer must include evidence of valid current construction contractor registration in the RFQ response.
    b. Firm Background: Describe your firm's history. Include information identifying the firm's annual volume of business, financial/bonding capacities, and speak to the firm's stability in the marketplace. Information identifying the firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project will assist in the evaluation.
    c. Who are your bonding company and agent?
        i. Provide their name, phone and email contact information
        ii. Are they your exclusive source for bonds?
        iii. How long have you used them?
        iv. If less than 5 years, or not your exclusive source, name all others used in the last 5 years

v. Provide name, phone and email contact information for each
vi. Will you use them for this project?

d. In the last ten years, have you (if you answer "yes", provide full explanation):
i. had a settled or pending claim against your payment or performance bond?
ii. had your contract terminated on a project?
iii. been declared in default on a project?
iv. been assessed liquidated damages in excess of $5,000?
v. taken legal action or dispute resolution proceedings of any kind against an Owner?

2. Bonding Capacity:
Provide proof of bonding capacity. The Proposer must be capable of providing a 100% performance bond and 100% payment bond for a project valued up to $2.3 million in construction costs, as documented by a letter or binder from the Surety, submitted with the RFQ response.

3. Safety:
Provide incidence rate and either experience modification rate or loss ratio. An EMR greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification at the discretion of the Owner.

The Owner has also identified the following Qualification Conditions in order to establish eligibility to propose further on this procurement. These Qualification Conditions will be scored:

4. Specific Project Requirements:
a. Proposer should provide evidence of successful experience and capacity to act as a GC/CM on similar projects (i.e. alternative delivery methodology, pre-construction services, phased construction, compressed timelines, and construction in fully occupied/operational facilities). Include contact information for the owners and designers familiar with your work on each project. *Scored from a total of 25 points.*
b. Proposer should provide evidence of successful experience to act as a general contractor on State, Federal or similar institutional projects. Include contact information for the owners and designers familiar with your work on each project. *Scored from a total of 25 points.*
c. Proposer should provide evidence of experience and capacity to act as a general contractor on similar projects requiring strategies to successfully complete construction within difficult staging and materials handling environments. Proposer should include a list of potential strategies and/or a sample schedule. *Scored from a total of 25 points.*
d. Proposer's project manager and superintendent have *(scored from a total of 25 points)*:
a. Successfully completed projects of this type (i.e. as identified in a. above);
b. Successfully completed projects together; and,
c. Successfully completed projects of this type together.

VI. SUBMITTAL OF INFORMATION

Five (5) copies of the written response to this RFQ must be **received** at:

Architecture & Engineering Division
(Room 33, Metcalf Building, Capitol Complex)
Department of Administration
PO Box 200103
Helena, MT 59620-0103

By October 30, 2012; 5:00 p.m. MST.

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE SUBMITTED **IN WRITING (email is acceptable)** TO:

Bob Warfle, Project Manager
Or, Russ Katherman, Contract Administrator
Architecture & Engineering Division
(Room 33, Metcalf Building, Capitol Complex)
Department of Administration
PO Box 200103
Helena, MT 59620-0103
(406) 444-3104; fax (406) 444-3399
bwarfle@mt.gov; rkatherman@mt.gov; or DOAAEDivision@mt.gov

VII. INSTRUCTIONS TO PROPOSERS

Statements of Qualification must:
1. Follow the format outlined in the Selection Procedure, above.
2. Be signed by an officer or principal of your firm.
3. Be contained in a document not to exceed 10 pages total (single or double-sided pages) including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter is exempted from the page limit. Page size is limited to 8-l/2 x 11 inches, with basic text information no smaller than 12-point type.

VIII. ATTACHMENTS

The following exhibits are incorporated in this RFQ:

Appendix A: Preliminary Project Information
Appendix B: State of Montana and Federal Davis-Bacon Wage Rates for Building Construction

END OF RFQ

APPENDIX A

INITIAL INFORMATION
CREATIVE ARTS COMPLEX SEISMIC RETROFIT
MONTANA STATE UNIVERSITY
BOZEMAN, MT
A/E #2012-02-15; *PPA #12-0090*

PROJECT INFORMATION ***August 14, 2012***

Introduction:

Montana State University, founded in 1893 as the state's land-grant college, provides undergraduate and graduate education in the liberal arts and sciences, agriculture, education, engineering, health and human development, and nursing. Current enrollment is over 14,000 students. An important element in supporting this educational mission is quality, reliable infrastructure and buildings.

Bozeman's location within the Intermountain Seismic Belt means that its buildings must be designed to survive significant seismic events. MSU has worked to identify building vulnerabilities and prioritize efforts aimed at moving towards a disaster resistant university. The 2007 Pre-Disaster Mitigation Plan for MSU-Bozeman identified the buildings within the Creative Arts Complex as high priority buildings for seismic upgrades.

Montana's Executive and Legislative branches have made a commitment to partner with the Federal government and the Montana University System to address the highest priority seismic deficiencies at our Montana University System campuses, and this project is the first in that effort.

Scope:

This project will design and construct structural upgrades to the buildings that make up the Creative Arts Complex at the MSU Bozeman campus. Built in 1974, the Creative Arts Complex consists of Haynes, Cheever and Howard Halls and houses the College of Arts and Architecture, School of Art and the School of Music, and College of Agriculture and Technology Education programs, as well as campus Registrar-scheduled classrooms and lecture/performance halls.

These three concrete frame buildings (see photos, next page) were all designed and built simultaneously, and as such have very similar structural systems. The buildings are in good condition but were constructed prior to the current day modern seismic building codes, and the upgrades to be constructed within this project will be for the purpose of improving their structural performance during a major seismic event.

In the concept phase of design the Consultant shall evaluate and present multiple, viable options for seismic retrofit (i.e. concrete or cmu shear walls, shotcrete strengthening, steel frames, etc). Evaluations shall include cost, constructability, impact to current academic and auxiliary programs, and schedule implications of each option. Secondary benefits of each option, such as improved functionality or increase in programmable spaces, shall also be identified.

Haynes Hall, east side

Cheever Hall, east side

Howard Hall, east side

Certain seismic upgrades may result in the creation of additional, unfinished floor space – such as bracing existing two-story walls in Cheever at mid-height by constructing floor diaphragm. Should unfinished floor space be created, the resulting design must provide accommodation for building systems so that the new space may be effectively and efficiently finished under a separate project.

In addition, the project budget may increase to address various code and deferred maintenance improvements that may be efficiently and cost-effectively addressed as part of this project.

Although not definitive at this point in time, it is anticipated that the construction of this project will be procured as one general contract under the alternative delivery method utilizing the GC/CM process. The appointed design firm will assist in the GC/CM selection process.

Project Conditions:

- **Location:** The Creative Arts Complex is located entirely within the MSU-Bozeman campus, and is comprised of Howard, Haynes, and Cheever Halls (see immediately below).

- **Surveys:** It will be the Consultant's responsibility to visit the site and generally confirm information provided. If surveys are necessary to adequately address relevant site issues, such surveys will be conducted within the Consultant's scope of services.
- **Subsurface:** Geotechnical reports will be within the consultant's scope of services. An environmental assessment is not anticipated or required. The Consultant will incorporate recommendations of the geotechnical report into the design.
- **Utilities/building systems:** It will be the Consultant's responsibility to confirm adequacy of the utilities and building systems required to serve the project and associated improvements, and to include costs associated with utilities and building system upgrades/modifications in the cost of the Work.
- **Zoning or other restrictions:** The Consultant will incorporate, in consultation with A&E Division and MSU, all agreed requirements imposed by local jurisdictions and MSU review boards.
- **Surface water impacts:** The Consultant will incorporate best management practices that minimize or eliminate sediments or pollutants form reaching surface waters. The Consultant must obtain appropriate permits for projects that impact an acre or more, are within a designated floodplain, or that impact a stream.
- **Agency restrictions*:*** Montana State University became tobacco free on August1, 2012. The purpose of this policy is create a healthier, cleaner campus living and learning environment on the campus. Therefore, all use of tobacco on the MSU campus, including all facilities operated under the control of MSU, is prohibited.

Project Budget:

Funding for this project is provided by a combination of FEMA Pre-Disaster Mitigation grant funds ($2,240,760) and State of Montana Long-Range Building Program funds ($747,240) for a total project budget of $2,988,000. The FEMA grant funds are anticipated to mandate compliance with federal rules, regulations, and requirements. The grant criteria will be provided as part of the RFP package.

The budget may increase to address various code and deferred maintenance improvements that may be efficiently and cost-effectively addressed as part of this project. In addition, MSU may provide up to $1 million in additional funds from university sources for facility upgrades and improvements not directly associated with or impacted by the seismic upgrades to the buildings.

Applicable Building Codes:

The Consultant shall comply with the requirements of the building codes anticipated to be in effect at the project contract's scheduled award as adopted by Administrative Rules of Montana (ARM) Title 24, Chapter 301, or the local jurisdiction as applicable. Refer to http://bsd.dli.mt.gov/bc/current_codes.asp

The Consultant shall also comply with the requirements of the following:

Americans with Disabilities Accessibilities Guidelines for Buildings and Facilities *(or Uniform Federal Accessibility Standards),*

Radon Prevention in the Design and Construction of Schools and Other Large Buildings EPA/625/R-92/016

Montana Public Works Standards

NFPA 101 - Life Safety Code
OSHA and other and federal building-related codes in effect
Federal Contract Clause Requirements

Bidding Requirements:

The project will be procured as one general contract under the alternative delivery method utilizing the GC/CM process. It is desired that the GC/CM be contracted to provide pre-construction services within two months of the consultant appointment. Construction bidding and contracting with sub-contractors would occur upon completion and approval of construction documents on or about March 2013.

Restrictions or requirements associated with the project funding include the following:

- Federal Contract Requirements and Time Constraints associated with FEMA Grant "PDMC-PJ-08-MT-2012-0001"

PROJECT TEAM

Owner Project Representatives:

A&E Design Phase Project Manager:
Bob Warfle
1520 East Sixth Avenue
Helena MT 59601
Phone: (406) 444-0771
Cell: (406) 431-0771
e-mail: bwarfle@mt.gov

MSU Design Phase Project Manager:
Bryan Tate
PO Box 10122
Bozeman, MT 59719-0122
Phone: (406) 599-9648
e-mail: bryan@tatemanagement.com

Engineer's Project Representatives:
Beaudette Consulting Engineers:

Principal:
Tom Beaudette
131 West Main Street
Missoula, MT 59802
Phone: (406) 721-7315

Project Manager:
Jami Lorenz
1289 Stoneridge Drive, 1A
Bozeman, MT 59718
Phone: (406) 556-8600
Email: jami@bceweb.com

Communications:

The consultant will coordinate the project with Bob Warfle, Project Manager with the A&E Division, and Bryan Tate, Project Manager with MSU-Office of Facilities Services. All correspondence shall copy both individuals and must include the A&E Division project number A/E #2012-02-15 and PPA #12-0090.

Attachments and documents to be provided by the Owner with the Request For Proposals:

- Department of Homeland Security Federal Emergency Management Agency Pre-Disaster Mitigation – Competitive Grant Agreement Articles.

- State Grantee-Subgrantee Disaster Assistance Agreement – Pre-Disaster Mitigation Grant Program.
- Tobacco free policy: http://www.montana.edu/health/healthpromo/tobacco.php/
- Computer Aide Drawing (CAD) Standard: http://www.facilities.montana.edu/pdc/arch/files/MontanaStateUniversityComputerAidedDrawingManual.pdf

APPENDIX B

MONTANA
PREVAILING WAGE RATES FOR BUILDING CONSTRUCTION SERVICES 2012

Effective: February 10, 2012

Brian Schweitzer, Governor
State of Montana

Keith Kelly, Commissioner
Department of Labor and Industry

To obtain copies of prevailing wage rate schedules, or for information relating to public works projects and payment of prevailing wage rates, visit ERD at **www.mtwagehourbopa.com** or contact them at:

Employment Relations Division
Montana Department of Labor and Industry
P. O. Box 201503
Helena, MT 59620-1503
Phone 406-444-5600
TDD 406-444-5549

The Labor Standards Bureau welcomes questions, comments and suggestions from the public. In addition, we'll do our best to provide information in an accessible format, upon request, in compliance with the Americans with Disabilities Act.

MONTANA PREVAILING WAGE REQUIREMENTS

The Commissioner of the Department of Labor and Industry, in accordance with Sections 18-2-401 and 18-2-402 of the Montana Code Annotated, has determined the standard prevailing rate of wages for the occupations listed in this publication.

The wages specified herein control the prevailing rate of wages for the purposes of 18-2-401, et seq., Montana Code Annotated. It is required that each employer pay (as a minimum) the rate of wages, including fringe benefits, travel allowance, and per diem applicable to the district in which the work is being performed as provided in the attached wage determinations.

All Montana Prevailing Wage Rates are available on the internet at **www.mtwagehourbopa.com** or by contacting the Labor Standards Bureau at (406) 444-5600 or TDD (406) 444-5549.

In addition, this publication provides general information concerning compliance with Montana's Prevailing Wage Law and the payment of prevailing wages. For detailed compliance information relating to public works contracts and payment of prevailing wage rates, please consult the regulations on the internet at **www.mtwagehourbopa.com** or contact the Labor Standards Bureau at (406) 444-5600 or TDD (406) 444-5549.

KEITH KELLY
Commissioner
Department of Labor and Industry
State of Montana

AND,
Federal Davis-Bacon Wage Schedule – General Decision Number: MT120034 09/14/2012 MT34
Superseded General Decision Number: MT20100044
State: Montana
Construction Type: Building
County: Gallatin County in Montana.

[End of APPENDIX B]